

## Application Information for Candidates

The first stage of our recruitment process is to send your CV and supporting statement. CVs alone will not be considered.

Applications will be reviewed against the demonstrable key skills, knowledge and experience as set out in the Job Requirements for the post you have applied for. When preparing your supporting statement, please ensure that you address each of the essential criteria, giving examples to demonstrate how you meet each requirement. If you also meet any of the desirable criteria you should highlight this to help your application. Those candidates who match the criteria most closely will be shortlisted.

### Shortlisting stage

Applications will be reviewed and shortlisted by a shortlisting panel. The make-up of the shortlisting panel will depend on the grade and nature of the role but may include FBU elected officials and senior staff colleagues.

If you haven't heard from us within two weeks of the closing date then you should assume that your application has been unsuccessful. If you are not shortlisted for interview we will not be able to provide you with feedback but please do not feel that this excludes you from applying for future vacancies with us.

### Interview stage

Applicants who are shortlisted will be invited to a face to face interview, at which stage we will discuss aspects of your application in detail, and will further assess your suitability to the role. The interview panel will include FBU elected officials and senior staff colleagues.

Our interview stage may also include a written exercise or a presentation, and you will be notified of this in advance if applicable.

### Fairness and Equity

FBU is committed to fairness and equity in employment. Our aim is to ensure equality for employees and prospective employees and to not discriminate unfairly, either directly or indirectly, for any non job-related factors including race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy or maternity. To help us to achieve our aim, we ask that you do not include any information about yourself relation to these factors in your application or CV.

### Data Protection

FBU is committed to meeting its data processing obligations in accordance with data protection legislation. Any personal or sensitive data that you provide to us in your application will be used for purposes registered by FBU as Employer under the Data Protection Act 2018. If your application is unsuccessful we will securely destroy your personal information in accordance with our legal obligations.